

School Improvement Grants Coordinator (EXECUTIVE SERVICE)
Elementary and Secondary Education (ESEA) Act
Tennessee Department of Education
710 James Robertson Parkway
Andrew Johnson Tower, 11th Floor
Nashville, TN 37243

June 2015

Organizational Structure:

The School Improvement (SI) Grants Coordinator will be positioned within the Division of Consolidated Planning and Monitoring and will carry out the responsibilities of multiple grants related to school improvement including the School Improvement and Focus school grants. This position supports the School Improvement Grant (SIG) Director in the application and implementation of School Improvement and Focus School Grants.

Responsibilities:

- Assist in development and review of grant applications
- Conduct desk-top and on-site monitoring of selected LEAs including quarterly milestone visits of grant sub-recipients
- Provide assistance in reviewing annual LEA performance reports
- Provide trainings and technical assistance to districts
- Assist in the development of trainings to support grant sub-recipients, potentially partnering with educational non-profit
- Assist in the review of LEA grant budgets and budget revisions in ePlan
- Assist with other CPM projects as needed
- Other duties as assigned

Professional Qualifications:

- Bachelor's degree (minimum) in relevant field
- Five years fiscal experience, experience with grants preferred
- Knowledge of Microsoft Office Suite – Excel proficiency required
- Strong organizational skills
- Strong oral and written communication skills

Other:

- Successful candidate will exhibit the following:
- Excellence
- Optimism
- Sound Judgment
- Courage
- Teamwork

Interested Candidates: Please e-mail a cover letter, resume, and contact information for three professional references to Valerie.Starks@tn.gov .